

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-33				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2016 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Climate Ready Water Utilities				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.0, 3.2, 3.4, 7.0, 7.2, 7.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 04/11/2016 To 06/30/2016				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Curt Baranowski _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 202-564-0636			
							FAX Number:			
Project Officer Name Nancy Parrotta _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams _____ (Signature) (Date)							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 0-33

I. ADMINISTRATIVE:

A. Title:

***Climate Ready Water Utilities Initiative Support:
Tools Development, Technical Assistance, Training, Outreach, and Education***

B. Work Assignment Contracting Officer Representative (WACOR):

Curt Baranowski

Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW
(MC: 4608-T)
Washington, DC 20460
202-564-0636
baranowski.curt@epa.gov

C. Quality Assurance:

The tasks in this work assignment (WA) do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

The EPA's *2008 National Water Program Strategy: Response to Climate Change* identified the need to provide drinking water and wastewater utilities with easy-to-use resources to assess the risk associated with climate change and to identify potential adaptation strategies. The U.S. Environmental Protection Agency (EPA or Agency) has established its Climate Ready Water Utilities (CRWU) initiative to enable the water sector, which includes drinking water, wastewater, and storm water utilities, to develop and implement long-range plans that account for climate change impacts. The program recognizes that any comprehensive approach to climate change must include both adaptation and mitigation; it also seeks to engage a broad range of water sector stakeholders.

In coordination with water sector partners and stakeholders, EPA is developing a holistic approach under which climate change can be addressed at the utility level.

II. OBJECTIVE:

The contractor shall support the priorities and requirements of the Water Security Division (WSD) as related to the CRWU initiative activities. The work assignment supports EPA's efforts to examine climate-related activities for the Nation's water sector infrastructure. Water infrastructure is subject to threats from various entities, including those related to climate change. Climate change impacts will impose a daunting challenge to the water sector's ability to fulfill its public health and environmental mission. Extreme weather events, sea level rise, temperature changes, and shifting precipitation and runoff patterns, all have significant implications for sustainability of the Nation's water sector. Regardless of actions to reduce future levels of greenhouse gases, the water sector will need to develop effective adaptation strategies to address climate change impacts. At the same time, the water sector can and should contribute to mitigation efforts through increased efficiencies.

This work assignment supports the mission of WSD as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long-term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

The intended audience for this project is drinking water, wastewater, and stormwater utilities, as well as other parties that support these utilities as they begin to understand and consider climate challenges to their systems, missions, and operations (e.g., water sector associations; interdependent sectors and actors; federal agencies; and local, state, and federal governments).

Partners in CRWU-related coordination efforts include but are not limited to the following:

- Drinking Water and Wastewater Associations and Stakeholders;
- EPA program offices such as Office of Air and Radiation; Office of Research and Development; and various other components of Office of Water (e.g., Office of Wastewater Management, Office of Wetlands, Oceans, and Watersheds, and Drinking Water Protection Division);
- Water Utility Climate Alliance;
- Federal Agencies; and
- EPA Regional offices.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Plan Submission:

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime

contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CL-COR) and WACOR if any changes to the collection and analysis of the data occur and prepare a new supplement to the PQAPP accordingly.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs, etc. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1 - Development of web-based Climate Ready Tools and Maps:

A. Improve the Climate Ready Water Utilities (CRWU) *Adaptation Strategies Guide*

(ASG): The contractor shall transition the current version of the ASG, a clickable PDF, into a web-based application (Web-Guide). The existing ASG can be found at www.epa.gov/crwu.

The Web Guide will be accessible from multiple device types (PCs and tablets), operating systems (e.g., Mac OS, Microsoft Windows, iOS, Android), and browsers supported on these platforms (e.g., Internet Explorer, Firefox, Chrome, Safari). Version compatibility of final product will be part of requirements and based on current browser use statistics and known stakeholder and EPA preferences. The web application would be publicly accessible with no need to provide or manage usernames and passwords. Developers will use responsive design to ensure that the dimensions of the screen render appropriately given the user's device.

This tool will have the same look and feel as the CRWU Workshop Planner 2.0 and Climate Resilience Evaluation and Awareness Tool (CREAT) 3.0, which are coded in HTML / JavaScript and AngularJS / Java, respectively. Whichever code, HTML / JavaScript or AngularJS / Java, is the most applicable and cost-effective will be used to develop the Web Guide. Where possible, code already developed for the Workshop Planner and CREAT 3.0 should be repurposed for the Web Guide. The contractor shall

make every effort to use existing code and limit development of new code for the Web Guide.

The Web Guide will provide tailored climate and adaptation information based on user inputs. This information is already developed and in the existing PDF version of the Guide. The current content of the Guide would not be changed for the Web-Guide. The proposed flow of the tool is as follows:

1. The user provides the following information:
 - a. Utility Type;
 - b. Region(s) of interest;
 - c. Specific impact(s) of interest; and
 - d. Sustainability topic(s) of interest;
2. User can browse through individual Regional, Strategy, and Sustainability Briefs based on user selections for review;
3. User can download any of the corresponding PDF briefs; and
4. User completes an adaptation planning worksheet.

Deliverable: The development and completion of the web-based ASG.

B. Improve the Climate Projection Scenario-Based Projected Changes Map:

The contractor shall make improvements to this web page to improve the presentation of data. This product and others referenced below can be accessed at www.epa.gov/crwu. Possible improvements include, but are not limited to, the following:

- Migrate map data out of iFrame/HTML page and into one of the Story Map application templates supported on the EPA Geoplatform, similar to the existing CRWU *Adaptation Case Study and Information Exchange* page;
- Update and use, as appropriate, the extensive lead-in language to provide story content within the new application template;
- Develop additional layers using data already available in the current map and in CREAT 3.0 to illustrate regional and local change that would be of interest to our stakeholders and other users; and
- If requested, provide support in any new application development, such as adding query and navigation tools to the template, which may be conducted in cooperation with EPA developers.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA's Geoplatform, or a similar platform at another federal agency or department.

Deliverable: The development and completion of the improved Climate Projection Scenario-Based Projected Changes Map.

Task 2 - Climate Change Risk Assessment Assistance:

In collaboration with EPA, the contractor shall provide climate change risk assessment technical assistance to one (1) water sector utility or to one (1) community served by multiple utilities.

The contractor shall use CREAT 3.0, a risk assessment tool, to help them understand how to use the tool and help them develop their risk assessment. EPA and the contractor will work together to identify the appropriate water sector utility that will receive this assistance. This process requires the revision of agenda and presentation material templates used in multiple previous exercises and provision of logistical support for scheduling events, including an in-person visit to the utility/community.

For planning purposes, the contractor should assume three (3) webinars with utility representatives, as well as travel for two (2) contractors for one (1) two-day onsite visit.

Deliverable: The coordination, outreach, and the provision of technical assistance for the completion of a water sector utility climate change risk assessment using CREAT 3.0.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0 - Workplan Submission		
	Workplan, budget, and QA supplemental	According to contract.
	Monthly progress reports	Monthly
Task 1 - Development of web-based Climate Ready Tools and Maps		
	Draft improved web-based ASG for EPA review.	May 20, 2016
	Final web-based ASG ready for posting to EPA's website.	June 30, 2016
	Draft revised and improved Projection Page for EPA review.	May 27, 2016
	Final Projection Page Improvements ready for posting to EPA's website.	June 15, 2016
Task 2 - Climate Change Risk Assessment Assistance		
	Completed Water Sector Utility CREAT 3.0 Climate Risk Assessment Assistance	June 30, 2016

V. MISCELLANEOUS:

Software Application Files and Accessibility.

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. QUALITY ASSURANCE SURVEILLANCE PLAN:

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
Programmatic Standard: Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL-COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
Cost Control Standard: Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL-COR, and CO when 75% of the approved funding ceiling For any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.	The EPA CL-COR will routinely discuss the work progress and contract level and individual work assignment expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated work assignment manager/project manager to discuss work assignment progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.

mitigation, and solutions to resolve the issue(s). The risk Management Strategy shall consider process, schedule, prioritization, and cost benefit analysis.		
Schedule Standard: Services and deliverables shall be in accordance with schedules stated in each work assignment. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.
Document Development: Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL-COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-33				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2022			Title of Work Assignment/SF Site Name				
			Base <input checked="" type="checkbox"/> Option Period Number			Climate Ready Water Utilities				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.0, 3.2, 3.4, 7.0, 7.2, 7.4					
Purpose:					Period of Performance					
<input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					From 05/17/2016 To 06/30/2016					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 0-33 is to make Steve Fries the primary WACOR and Curt Baranowski will become the alternate WACOR. Steve Fries contact information is as follows: Email: fries.steve@epa.gov, Phone: 202-564-7089. A work plan is not required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund					
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2022										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Steve Fries							Branch/Mail Code:			
							Phone Number: 202-564-7089			
_____ (Signature) _____ (Date)							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
							Phone Number: 202-564-5260			
_____ (Signature) _____ (Date)							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
							Phone Number:			
_____ (Signature) _____ (Date)							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
							Phone Number: 513-487-2030			
_____ (Signature) _____ (Date)							FAX Number: 513-487-2545			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-38			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022		Contract Period 09/01/2015 To 06/30/2016 Base <input checked="" type="checkbox"/> Option Period Number		Title of Work Assignment/SF Site Name GS: Recordkeeping, Reporting					
Contractor Cadmus Group, Inc., The				Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/01/2015 To 06/30/2016			
Comments: Work is authorized to commence on September 1, 2015.									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
09/01/2015 To 06/30/2016									
This Action:				830					
Total:				830					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:		Cost/Fee:		LOE:					
Cumulative Approved:		Cost/Fee:		LOE:					
Work Assignment Manager Name Matt Colombo <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number 202-564-6091 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Courtney Stallworth <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2002 FAX Number:			

PERFORMANCE WORK STATEMENT
EP-C-15-022
WA 0-38

I. ADMINISTRATIVE:

A. Title: Geologic Sequestration of Carbon Dioxide: Recordkeeping, Reporting and Data Management Support

B. Work Assignment COR (WACOR):

Matt Colombo
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-6091
colombo.matt@epa.gov

Alternate WACOR:

Mary Rose Bayer
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-1981
bayer.maryrose@epa.gov

C. Quality Assurance:

Tasks 1 through 3 in this work assignment require the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task(s) 1 through 3 of this work assignment. Work on this/these tasks cannot proceed until the contractor receives notification of the SQAPP approval from the PO via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

D. Background:

In December 2010, EPA promulgated "minimum requirements" for Class VI wells for geologic sequestration (GS) of carbon dioxide (CO₂): permitting, siting, area of review evaluation, corrective action, well construction, operation, inspection, monitoring, recordkeeping, reporting, post-injection site care, plugging and abandonment, site closure and financial responsibility. EPA is currently implementing the Class VI regulations nationally to ensure protection of Underground Sources of Drinking Water (USDWs). Given the unique nature and scale of GS injection operations and the volumes of information submitted to the EPA as a result of the final requirements, it is incumbent upon the EPA to responsibly receive, evaluate, manage and store the data and information.

Pursuant to §1445(a)(1) of the Safe Drinking Water Act (SDWA), Federal Requirements at 40 CFR Parts 144 and 146 under the Underground Injection Control (UIC) Program for Carbon Dioxide (CO₂) Geologic Sequestration (GS) Wells require permit applicants and owners or operators of Class VI wells to submit all required reports, submittals (e.g., the results of

required periodic testing and monitoring associated with GS projects), and notifications, including initial permit applications, (required under subpart H) to EPA in an electronic format.

These requirements apply to permit applicants and owners or operators submitting information to EPA where EPA directly implements the Class VI Program and to states with Class VI primacy¹, pursuant to §147.1. All UIC Class VI Program Directors will have access to the data through the EPA electronic data tool. The Class VI rule does not specify data format and related data characteristics that would support permit application development and facilitate decision-making by owners or operators and UIC Program Directors, nor does the rule provide specifics on the EPA electronic data system. Necessarily, EPA is in the process of making, implementing and documenting decisions regarding data format, storage, evaluation, and management to ensure regulatory compliance, safe and effective permitting, and protection of USDWs.

The tasks under this work assignment support Class VI implementation and fulfillment of the Agency's goal of protecting USDWs and supporting the deployment of CCS technologies.

II. OBJECTIVE:

Under this work assignment, the contractor shall support the advancement of Class VI permitting and rule implementation through supporting Guidance finalization, the modification of and user support for Class VI data management modules in the GS Data Tool (GSDT), and finalization of security compliance of the GSDT with EPA and Federal policies.

III. TASK DETAILS:

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

¹ At the time of the development of this PWS, no states have Class VI Primacy.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

Task 1: Technical Guidance Finalization

EPA is in the process of finalizing a Reporting and Recordkeeping guidance document for owners/operators to support Class VI implementation. The contractor shall support finalization of this document.

Subtask 1.1: Reporting and Recordkeeping Guidance Revision Support

As a follow on to work conducted under a previous contract, the contractor shall conduct research and technical analyses in support of responding to select public comments and revising the Final Reporting and Recordkeeping Guidance in support of its finalization.

For estimation purposes, the contractor shall assume supporting development of discrete sections of the guidance document. Following receipt of technical direction and public comments on a specific topic from the EPA WACOR, the contractor shall develop a revised guidance section on specific topics.

For estimation purposes, the contractor shall assume development of two revised guidance sections (each approximately 80-100 pages in length). The contractor shall also perform a literature search and review of existing information to develop these revised guidance sections. A draft of each revised guidance section shall be delivered in an electronic form to the EPA WACOR no more than six weeks after receipt of written technical direction from the EPA WACOR. Upon receipt of comments from the EPA WACOR, the contractor shall finalize and deliver a final revised guidance section via email within three weeks.

Subtask 1.2: Public Comment Management and Evaluation

Within three weeks of receipt of written technical direction from the EPA WACOR, the contractor shall provide technical recommendations to the EPA WACOR regarding the best approach to address public comments arranged into a table under a previous contract. Following conclusion of the EPA WACOR’s evaluation of the contractor’s recommended approach, the contractor shall maintain a record of the final approach to address each comment to facilitate finalization of the document under Subtask 1.3.

Subtask 1.3: Technical Guidance Formatting

To facilitate technical guidance document finalization, the contractor shall copy edit, format and conduct 508 compliance formatting (in compliance with Section 508 of the Rehabilitation Act of 1973) on the Final Reporting and Recordkeeping Guidance (171 pages), comment table and public comments.

The contractor shall finalize the guidance and conduct 508 compliance formatting within two weeks of receipt of final documents from the EPA WACOR. For estimation purposes, the contractor shall consider that the draft Final Guidance is 171 pages and that the associated comment tables and public comments documents are each approximately 75 pages in length.

Task 2: GS Data Tool Updates, Maintenance, and User Support

As a follow-on to work conducted under a previous contract, the contractor shall support the update and maintenance of previously developed modules to support the Class VI permitting process. EPA anticipates that, during deployment, there will be a need for basic tool maintenance/minor updates in response to user feedback (e.g. to improve user comprehension of requirements, data tool functionality, or wording clarity). It is also anticipated that user support (e.g., updating user account information or providing demonstrations of GS Data Tool capabilities to users) may be required. The contractor shall draw on previous experience with and knowledge of Class VI permitting to identify and support updates and maintenance, and provide user support.

Subtask 2.1: GS Data Tool Module Updates

It is anticipated that previously developed modules that are used by permitting authorities and permit applicants/owners or operators may require updates to accommodate new or different types of information/data or system integration requirements.

The contractor shall support updates to any previously developed GSDT modules. For estimation purposes, the contractor shall anticipate supporting six such updates during the performance period of this work assignment. The contractor shall update existing conceptual designs (in WORD) to support module updates and submit them to the EPA WACOR via email. The contractor shall also make any resultant updates to GS Data Tool user documentation related to these activities under this subtask. For estimation purposes, the contractor shall anticipate that updates will fall within the scope of:

- Communications and organizational systems within the Permitting Authority/Tracking Module;
- The submittal system of the Routine Reporting Module for owners and operators;
- The submittal system required under 146.82(c) in the Permit Applicant Submittal Module.

Draft user documentation for module updates shall be provided (in WORD) to the EPA WACOR via email within one month of receipt of technical direction. Final user documentation shall be provided via email within two weeks of receipt of EPA WACOR comments. Minor updates that do not require modifying the design or page layout of a module (i.e., those that involve only text updates) should be considered to be system maintenance and are discussed/shall be completed under Subtask 2.2.

Subtask 2.2: GS Data Tool Maintenance

The contractor shall identify and support minor maintenance updates to clarify the text of previously designed and implemented modules in this or previous work assignments. For estimation purposes, the contractor shall anticipate twelve minor updates during the performance period of this work assignment. The contractor shall update conceptual designs developed under a previous contract within two weeks of identification of items requiring updates and EPA WACOR technical direction. The contractor shall also make any resultant updates to GS Data Tool user documentation related to these activities under this subtask.

Subtask 2.3: User Support

The contractor shall provide support to users of the GS Data Tool, including both EPA Headquarters and Regional users and permit applicant/owner or operator users. This support will include activities such as creating new user accounts, updating user account information, demonstrating how to use the GS Data Tool capabilities, coordinating with GS Data Tool development personnel to address users' technical problems, and other similar activities.

For estimation purposes, the contractor shall anticipate implementing twelve such actions over the course of the performance period for this WA. User support activities shall be delivered within one week of receipt of technical direction from the EPA WACOR.

Subtask 2.4: GS Data Tool Conference Calls

In support of ongoing GSDT development, the contractor shall participate in conference calls with EPA and other GSDT development personnel. EPA will initiate these calls with the contractor. For estimation purposes, the contractor shall anticipate participating in eighteen one-hour calls which will allow an opportunity for dialogue, question and answer and coordination among team members. It is not anticipated that the outcome of these calls will change the scope of contractor's work but will serve to clarify specific details and/or decisions regarding the GSDT.

Task 3: Security Compliance Documentation

EPA is responsible for documenting the manner in which the GSDT is compliant with governing Agency and Federal data tool security policies. The contractor shall support ongoing development of a written document that describes the manner in which the GSDT complies with Agency and Federal data tool security policies. The content of this document shall be focused on the GSDT's compliance in the following areas:

- User account creation, access protocols and training;
- Program management;
- System maintenance, services and information integrity.

Upon receipt of draft document developed under a previous contract and comments from the EPA WACOR, the contractor shall finalize the document within three weeks.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Work Plan and Monthly Progress Reports		
	Workplan and Supplemental Project Specific Quality Assurance Project Plan	According to contract
	Monthly progress and financial reports	Monthly
Task 1: Technical Guidance Finalization		
	Subtask 1.1: Draft revised guidance sections	Within six weeks of receipt of technical direction from the EPA WACOR
	Subtask 1.1: Final revised guidance sections	Within three weeks of receipt of comments from the EPA WACOR
	Subtask 1.2: Recommended approach to addressing public comments	Within three weeks of receipt of technical direction from the EPA WACOR
	Subtask 1.3: Guidance formatting and finalization	Within two weeks of receipt of receipt of final documents from the EPA WACOR
Task 2: GS Data Tool Update, Maintenance, and User Support		
	Subtask 2.1: Draft User Documentation for module updates	Within one month of receipt of technical direction from the EPA WACOR
	Subtask 2.1: Final User Documentation for module updates	Within two weeks of receipt of comments from the EPA WACOR
	Subtask 2.2: Maintenance updates	Within two weeks of identification of items requiring updates and EPA WACOR technical direction
	Subtask 2.3: User support activities	Within one week of receipt of technical direction from the EPA WACOR
Task 3: Security Compliance Documentation		Within three weeks of receipt of comments on draft from EPA WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. . TRAVEL

No travel is anticipated under this work assignment. If the need for travel arises, the WACOR will work with the CL COR and the CO to amend this work assignment to allow for travel.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. QUALITY ASSURANCE SURVEILLANCE PLAN

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document

development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
<u>Programmatic Requirement:</u> The contractor shall develop products that are based on best available information and resources.	<u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
<u>Cost Control Requirement</u> The contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified.	The EPA Project Officer will routinely discuss the work progress and contract level and work assignment expenditures with the Project Manager. The WACOR will maintain regular contact with the contractor's designated work assignment /project manager to discuss work assignment progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.
<u>Schedule Requirement</u> The contractor shall provide services and submit deliverables in accordance with approved work assignment milestone and deliverable schedules.	<u>Schedule Standard:</u> Services and deliverables shall be in accordance with schedules stated in each work assignment. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in the work assignment.
<u>Document Development Requirement:</u> The contractor shall provide documents that are technically and factually accurate, and	<u>Document Development Standard:</u> Information to be disseminated by EPA will meet the requirements of OMB's "Guidelines for Ensuring and Maximizing the Quality,	The WACOR will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits

suited to the intended audience.	Objectivity, Utility, and Integrity for Information Disseminated by Federal Agencies (67 FR 8451)	and corrections to the contractor in the initial review of draft documents
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PERFORMANCE WORK STATEMENT
EP-C-15-022
WA 0-38

I. ADMINISTRATIVE:

Geologic Sequestration of Carbon Dioxide: Recordkeeping, Reporting and Data Management Support

B. Work Assignment COR (WACOR):

Matt Colombo
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-6091
colombo.matt@epa.gov

Alternate WACOR:

Mary Rose Bayer
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-1981
bayer.maryrose@epa.gov

C. Quality Assurance:

No change

D. Background:

No change

II. OBJECTIVE:

III. TASK DETAILS:

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

No change

Task 1: Technical Guidance Finalization

No change

Subtask 1.1: Reporting and Recordkeeping Guidance Revision Support

No change

Subtask 1.2: Public Comment Management and Evaluation

No change

Subtask 1.3: Technical Guidance Formatting

No change

Task 2: GS Data Tool Updates, Maintenance, and User Support

No change

Subtask 2.1: GS Data Tool Module Updates

No change

Subtask 2.2: GS Data Tool Maintenance

No change

Subtask 2.3: User Support

No change

Subtask 2.4: GS Data Tool Conference Calls

No change

Task 3: Security Compliance Documentation

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Work Plan and Monthly Progress Reports		
	No change	No change
	No change	No change
Task 1: Technical Guidance Finalization		
	No change	No change
	No change	No change

	No change	No change
	No change	No change
Task 2: GS Data Tool Update, Maintenance, and User Support		
	No change	No change
	No change	No change
	No change	No change
	No change	No change
Task 3: Security Compliance Documentation –		

V. MISCELLANEOUS

No change

VI. QUALITY ASSURANCE SURVEILLANCE PLAN

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
Programmatic Standard: Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
Cost Control Standard: Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding ceiling for any particular WA is reached. If a contractor fails to manage and control cost,	The EPA CL COR will routinely discuss the work progress and contract level and individual task order expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated task order manager/project manager to discuss task order progress and expenditures

cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The risk Management Strategy shall consider process, schedule, prioritization, and cost benefit analysis.	any resultant overrun cannot exceed the total contract obligation for that period.	and will review and verify expenditures and technical progress before invoice payments are authorized.
Schedule Standard: Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance..	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.
Document Development: Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents

Work Assignment Form. (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-38				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name GS of Carbon Dioxide: Recordk				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/03/2016 To 06/30/2016				
Comments: The purpose of this Amendment 3 to Cadmus (EP-C-15-022) WA 0-38 is to shift unneeded hours under Subtask 2.3 to cover conference attendance focused on guidance development and Geologic Sequestration Data Tool for two Cadmus employees.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name MaryRose Bayer <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-1981			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

**PERFORMANCE WORK STATEMENT
EP-C-15-022
WA 0-38; Amendment 3**

I. ADMINISTRATIVE:

Geologic Sequestration of Carbon Dioxide: Recordkeeping, Reporting and Data Management Support

B. Work Assignment COR (WACOR):

Matt Colombo
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-6091
colombo.matt@epa.gov

Alternate WACOR:

Mary Rose Bayer
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-1981
bayer.maryrose@epa.gov

C. Quality Assurance:

No change

D. Background:

No change

II. OBJECTIVE:

The purpose of this Amendment 3 to Cadmus (EP-C-15-022) WA 0-38 is to shift unneeded hours under Subtask 2.3 to cover conference attendance for two Cadmus employees focused on guidance development and Geologic Sequestration Data Tool (GSDT) user support.

III. TASK DETAILS:

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

No change

Task 1: Technical Guidance Finalization

No change

Subtask 1.1: Reporting and Recordkeeping Guidance Revision Support

No change

Subtask 1.2: Public Comment Management and Evaluation

No change

Subtask 1.3: Technical Guidance Formatting

No change

Task 2: GS Data Tool Updates, Maintenance, and User Support

No change

Subtask 2.1: GS Data Tool Module Updates

No change

Subtask 2.2: GS Data Tool Maintenance

No change

Subtask 2.3: User Support

In support of ongoing work under this task, the Contractor shall attend the CCUS Conference in Tyson's, VA on June 14-16, 2016. For estimation purposes, the Contractor shall anticipate sending two employees familiar with the GSDT and shifting unneeded hours under this subtask to cover hours of conference attendance.

Subtask 2.4: GS Data Tool Conference Calls

No change

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Work Plan and Monthly Progress Reports		
	No change	No change
	No change	No change
Task 1: Technical Guidance Finalization		
	No change	No change
	No change	No change
	No change	No change
	No change	No change
Task 2: GS Data Tool Update, Maintenance, and User Support		
	No change	No change
	No change	No change

	No change	No change
	No change	No change

V. MISCELLANEOUS

NO CHANGE

VI. TRAVEL

The Contractor shall travel to (and attend: See Subtask 2.3) the CCUS Conference in Tyson's, VA on June 14-16, 2016. For travel estimation purposes, the Contractor shall anticipate sending two staff familiar with the GSDT and the scope of this work assignment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

NO CHANGE

VIII. CONTRACTOR IDENTIFICATION

NO CHANGE

IX. PRINTING

NO CHANGE

X. QUALITY ASSURANCE AND SURVEILLANCE PLAN

NO CHANGE

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-39				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2016 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name 2015 Needs Survey Support				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/03/2015 To 06/30/2016				
Comments: Work is authorized to begin on September 3, 2015.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2016				0						
This Action:				12,055						
Total:				12,055						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Robert Barles <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 202-564-3814 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Courtney Stallworth <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2002 FAX Number:				

PERFORMANCE WORK STATEMENT
Work Assignment #0-39
EP-C-15-022

I. ADMINISTRATIVE

A. Title: Support for the 2015 Infrastructure Needs Survey

B. Work Assignment COR (WACOR):

Alternate WACOR:

Robert Barles
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave, NW (MC:4606M)
Washington, DC 20460
202-564-3814
202-564-3757 (fax)

Nick Chamberlain
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave, NW (MC: 4606M)
Washington, DC 20460
202-564-1871
202-564-3756 (fax)

C. Quality Assurance: Tasks 1 through 4 in this work assignment require the use of primary and/or secondary data. Specific procedures for the collection, use and analysis of data and measures to assure data quality will be described in a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) to be completed under Task 0 of this WA. The new SQAPP will be an update to the one developed under Task 0 of WA 8-39 under Contract # EP-C-08-015. The SQAPP shall be consistent with the Agency's quality assurance (QA) requirements and serve to append the Contract Level Quality Assurance Project Plan (QAPP). The project specific quality assurance requirements of the SQAPP must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background: This WA is a Base Year, 10-month, effort to continue the support provided to EPA under the previous Contract EP-C-08-015 for conducting the 2015 Drinking Water Infrastructure Needs Survey (DWINS or "Needs Survey").

A critical element of the National Drinking Water Program is the oversight of the Drinking Water State Revolving Fund (DWSRF) authorized by Congress to help capitalize state revolving fund programs to provide loans and grants to the Nation's drinking water systems to assist them in addressing their infrastructure investment needs. A key activity conducted by the Office of Ground Water and Drinking Water (OGWDW) in support of the DWSRF program is the conduct of a large survey to determine the infrastructure investment needs of the Nation's drinking water systems. The "Needs Survey" not only results in a report to the U.S. Congress on the needs for infrastructure investment in the drinking water industry but also provides the basis for the allotment of the annual DWSRF grants to the States based on their relative investment needs.

II. OBJECTIVE

Under this work assignment, the contractor shall continue to provide and expand on the similar support provided under Contract EP-C-08-015 to EPA's efforts to conduct the 2015 Needs Survey. The primary focus under this work assignment is to provide support for conducting the surveying in the field from September 2015 to June 30, 2016 (10 months) and include:

- providing technical support and training to states and water systems as directed via written technical direction by the WACOR;

- collecting and tracking state submissions of the Survey's questionnaires and supporting documentation;
- determining Survey acceptance of submitted projects and cost or design parameters based on EPA's policies and benchmarks for the Survey;
- tracking and communicating to states project acceptance and modification decisions as well as allotted support/review time used and remaining;
- informing EPA of progress and any policy or process issues that arise particularly in regard to states use of allotted support time; and
- initial data collation and analysis to move toward the development of the Survey's Report to Congress (RtC).

Since the completion of the entire 2015 Survey (cumulating in the RtC and follow-up briefings including to Congressional staff will continue into 2017, the WACOR will direct the contractor via written technical direction on closing out this WA in the best manner possible to facilitate continuation of the effort into the subsequent option year efforts.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan Submission.

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

The contractor shall develop a new SQAPP that describes the procedures for the collection, use and analysis of data in this work assignment shall be undertaken in accordance with EPA quality assurance policies and requirements and the surveying policies and benchmarks established in partnership with the states and industry. The new SQAPP shall be based on the previous SQAPP completed under Contract EP-C-08-015 (the WACOR will provide a copy of the previous SQAPP).

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Project Officer (PO) and WACOR if any changes to the tasks involving the collection and analysis of the data occur. With OMB approval of the ICR (as describe in Task 1), the contractor shall provide an updated SQAPP to reflect the surveying methods of the 2015 effort.

Deliverables: Work plan, Supplemental Project Specific Quality Assurance Project Plan, monthly progress and financial reports.

Task 1: Support for the Field Data Collection for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)

The contractor shall conduct reviews of completed survey questionnaires and supporting documentation submitted by the states to determine the acceptance of infrastructure projects as investment needs according to EPA policies and benchmarks for the 2015 Survey as finalized Contract EP-C-08-015 (the WACOR will provide a copy of the previous benchmarks and policy documents). It is anticipated that up to 120,000 projects will be submitted to the Survey for review but that four-fifths of these projects will be from water systems previously sampled in the 2011 Survey; given that the ICR estimates that questionnaires from systems previously sampled will take on average two-thirds of time as the review of other systems, the contractor shall use these estimates in their budget calculations for completing this Task.

The contractor shall employ the web-based tracking system developed and used since the 2003 Survey, but that has now been migrated to EPA's computer center. The contractor shall use its own internal data base until the EPA system is ready at which point the contractor shall migrate the data held at the time to the EPA-managed data system.

The data base shall be employed by the contractor to track and apprise states of accepted surveys and projects. For those projects modified or not accepted, the general reason for their rejection or modification shall be communicated to the state. For the 2015 Survey tracking system, a new element shall be added indicating the hours of support the contractor has provided in aggregate for project review and technical assistance for each individual state. The contractor shall alert a state as well as EPA if the time being employed begins to appear to be atypical compared to other states and identify possible reasons for the additional time and possible needed remedies.

The contractor shall continue to provide a bi-weekly update, similar to that done under the previous Contract # EP-C-08-015, to the WACOR indicating for each state/Region: the percent (%) of systems reported in; number of projects submitted; rejection rate; and time used for review and technical assistance. The weekly report will identify emerging issues in regard to either: progress in field data collection by each State; atypical time use for review and technical assistance; or potential policy issues that require EPA's attention and resolution.

The contractor shall provide technical assistance to states in the form of phone calls or e-mails to assist them in determining what information or supporting documentation is needed to make a rejected project acceptable for inclusion in the Survey. For budget estimating purposes, the contractor shall assume, on average, three communications with each state and EPA Region, each session lasting one (1) hour each. The contractor shall provide at least a mid-level analyst (P3) for these consultations with a state or Region.

The contractor shall collate all data submitted and accepted from the States. The contractor shall collect and collate data in a manner conducive to the next phase of the Survey to be conducted in 2016 under Task 3 below

Task 2: Data Collation and Analysis. The contractor shall undertake analysis to derive statistically-valid conclusions regarding the total 20-year projection of drinking water infrastructure investment needs at the national level and on a state-by-state comparison basis. The next phase shall conclude with a written report with summary data tables and graphs along with narrative explaining the results for submission to Congress. While

undertaking the actual writing and production of the Report to Congress is not part of this Work Assignment effort, the contractor shall keep that ultimate use of the field data collected in mind and identify any issues to the WACOR that would impede or hamper that purpose. At the direction of the WACOR via written technical direction, a draft executive report of findings and issues shall be prepared for submittal toward the end of this WA with the understanding that it will be the focus for discussion at a meeting to be planned and conducted under the subsequent WA of the next option year.

Task 3: Additional Training and Technical Support for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1)

Subtask 3.1: Conference Call Support. During the period of this WA, the contractor shall assist EPA in conducting two (2) conference calls with either EPA management team or the Regional/State coordinators to identify field data collection phase issues needing resolution and options for such resolutions with pros and cons. The contractor shall provide one (1) technical expert to serve as the conference call facilitator as well as one (1) staff person to provide note taking services during the conference calls. For planning purposes it is anticipated that each conference call will be approximately two (2) hours in duration.

Sub-Task 3.2: Support for Additional Training of Selected States. At the WACOR's written technical direction, the contractor shall provide training to an individual state for improving their capacity to submit surveys with a more complete and accurate accounting of water systems needs with appropriate supporting documentation in a manner most efficient to the state and to EPA's review and data collection process. For budgeting purposes, the contractor shall assume 2-day training sessions for five (5) states as well as a joint session with the US Pacific Territories. For budget estimation, the contractor shall include travel of one trainer and the material preparation and assume the five states to be: Connecticut, South Carolina, Florida, Oklahoma, and California with the session taking place in the capital city of each of these states. The training will be similar to the state-specific training provided under WA 8-39 of the previous Contract # EP-C-08-015. The WACOR will provide the training materials developed under the previous contract for the contractor to modify as needed for each of the five states and the US Territories to be trained under this Work Assignment. The contractor must immediately notify the WACOR if the cost of any one individual training meeting will exceed \$20,000.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA On or about CALENDAR DATE
Task 0: Work Plan Submission		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
	Develop Action Plan based on WAM instructions of final dates	Within 10 days of Work Plan approval
Task 1: Support for the Field Data Collection		

	Initiate reviews of survey submissions	Per WACOR-Approved Action Plan
	Initiate bi-weekly tracking	Per WACOR-Approved Action Plan
	Initiate bi-weekly reports to EPA	Per WACOR-Approved Action Plan
Task 2: Support for Data Analysis		
	Initiate collation of all approved project data received and conduct statistical analysis to derive results consistent with approach used in previous Needs Survey	Per WACOR-Approved Action Plan (est. date February 2016)
	Produce draft Interim Executive Report of all findings and issues and provide to WAM	Per WACOR-Approved Action Plan (est. date June 2016)
Task 3: Training for 2015 Drinking Water Infrastructure Needs Survey		
Sub-Task 3.1	Provide schedule of conference calls with State Coordinators	Per WACOR-Approved Action Plan
	Provide summary notes for each call	3 days after each conference call
Sub-Task 3.2	Schedule of all "first few training sessions" for selected states	Per WACOR-Approved Action Plan
	Conduct training sessions	Per WACOR-Approved Action Plan
	Summary report from each training session including issue each state was having and resolution	Per WACOR-Approved Action Plan

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

TRAVEL

For budgeting purposes for Subtask 3.2, the contractor shall assume 2-day training sessions for five (5) states as well as a joint session with the US Pacific Territories. For budget estimation, the contractor shall include travel of one trainer and assume the five states to be: Connecticut, South Carolina, Florida, Oklahoma, and California with the session taking place in the capital city of each of these states.

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
---------------------------------	------------------------------	-----------------------------

Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
<u>Programmatic Requirement:</u> The contractor shall develop products that are based on best available information and resources.	<u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
<u>Cost Control Requirement</u> The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified.	The EPA Project Officer will routinely discuss the work progress and contract level and work assignment expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated work assignment /project manager to discuss work assignment progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.
<u>Schedule Requirement</u> The Contractor shall provide services and submit deliverables in accordance with approved work assignment milestone and deliverable schedules.	<u>Schedule Standard:</u> Services and deliverables shall be in accordance with schedules stated in each work assignment. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in the work assignment.

<p><u>Document Development Requirement:</u></p> <p>The Contractor shall provide documents that are technically and factually accurate, and suited to the intended audience.</p>	<p><u>Document Development Standard:</u></p> <p>Information to be disseminated by EPA will meet the requirements of OMB's "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity for Information Disseminated by Federal Agencies (67 FR 8451)</p>	<p>The WACOR will review drafts to assess technical accuracy and editorial quality. The WAM will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents</p>
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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2022 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name 2015 Needs Survey Support				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/03/2015 To 06/30/2016				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022)WA 0-39 is to update the QASP to match the contract level QASP. See Attached.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2022										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Robert Barles							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-564-3814			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Courtney Stallworth							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2002			
							FAX Number:			

Quality Assurance Surveillance Plan
EP-C-15-022 WA 0-39

<u>Performance Requirement</u>	<u>Measureable Performance Standards</u>	<u>Surveillance Methods</u>	<u>Incentives/Disincentives</u>
<p><u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.</p>	<p>No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.</p>	<p>EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).</p>	<p>Two or more work assignments per contract period where the contractor does not meet the measureable performance standard will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p> <p>Fewer than two work assignments per contract period where the contractor does not meet the measureable performance standard will be considered satisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>
<p><u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The risk Management Strategy</p>	<p>The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding ceiling for any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.</p>	<p>The EPA CL COR will routinely discuss the work progress and contract level and individual task order expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated task order manager/project manager to discuss task order progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.</p>	<p>If the contractor does not meet the measurable performance standards per contract period it will be assigned a rating of Unsatisfactory in CPARS under the category of Cost Control.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work" attachment to the RFP.</p>

Quality Assurance Surveillance Plan
EP-C-15-022 WA 0-39

shall consider process, schedule, prioritization, and cost benefit analysis.			
<p><u>Schedule Standard:</u> Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.</p>	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.	<p>If the contractor does not meet the measurable performance standards per WA it will be assigned a rating of Unsatisfactory in CPARS under the category of Schedule.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Schedule if the contractor meets the measureable performance standards.</p>
<p><u>Document Development:</u> Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.</p>	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents	<p>If the contractor does not meet the measurable performance standards per work assignment it will be assigned a rating of Unsatisfactory in CPARS under the category of Technical (Quality of Product).</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Technical (Quality of Product) if the contractor meets the measureable performance standards.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2022 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Needs Survey				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 02/22/2016 To 06/30/2016				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 0-39 is to increase the ceiling by \$300,000 to a total of \$1,100,000. A work plan is not required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2022										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Robert Barles <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-3814			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2022 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Needs Survey				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/19/2016 To 06/30/2016				
Comments: The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 0-39 is to increase the ceiling by \$125,000 to a total of \$1,225,000. A work plan is not required.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2022										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Robert Barles <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-3814			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-48				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2016 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Sustainable Systems				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/01/2015 To 06/30/2016				
Comments: Work is authorized to begin on September 1, 2015.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Adrienne Harris							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-250-8793			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Courtney Stallworth							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2002			
							FAX Number:			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 0-48

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development.

B. Work Assignment COR (WACOR): Alternate WACOR:

Adrienne Harris
US EPA
OGWDW (4606M)
1200 Pennsylvania Avenue NW
Washington, DC 20460
(202) 250-8793
E-mail: harris.adrienne@epa.gov

John Irizarry
USEPA
OGWDW (4606M)
1200 Pennsylvania Avenue NW
Washington, DC 20460
(202) 564-2520
E-mail: irizarry.john@epa.gov

C. Quality Assurance:

Task 1 in this work assignment requires the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor shall supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task 1 of this work assignment. Work on this/these task(s) cannot proceed until the contractor receives notification of the SQAPP approval from the WACOR via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0.

D. Background:

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Increasing numbers of recently-promulgated EPA regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them.

In November 2013, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Atlanta, Georgia. 46 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator

Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshop in 2010 and in the State-EPA “Re-Energizing” workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. One workgroup that was formed partly as an outgrowth of the 2013 National Workshop is the Operator Certification Program Re-Energizing Workgroup. In support of this workgroup and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Contractor support is also needed to conduct preliminary planning and coordination in preparation for next National Workshop for Capacity Development and Operator Certification, tentatively scheduled for December, 2015.

The Revised Total Coliform Rule (RTCR), effective in April 2016, updates the existing Total Coliform Rule (TCR) by requiring the water systems to assess/address causes for TC positive sample results found in the distribution system. This rule is a recent update to a longer existing regulation using more current data to improve public health protection. Furthermore, to protect public health in Indian country, it is EPA’s responsibility to ensure that the population served by public drinking water systems in Indian country receives water that is in compliance with all National Primary Drinking Water Regulations (NPDWRs). EPA directly administers the Public Water System Supervision (PWSS) Program to establish and enforce health protection standards for drinking water for the majority of public water systems in Indian country.

II. OBJECTIVE:

The contractor shall provide support for state-EPA collaboration to address the needs of small and/or tribal drinking water systems and system operators. The support provided by the contractor shall help EPA better understand and provide the direct resources and tools needed to help systems attain sustainability.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside

the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The National Workshop described in Subtask 1.4 has been approved by EPA in accordance with EPA Order 1900.3.

Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background research, preparation of documents, and support for meetings.

Subtask 1.1: Background research – As specified by written technical direction, the contractor shall conduct research in specific topic areas such as sustainable management practices, program collaboration, and other small system related issues to support the implementation of these programs. Sources can include states, industry, technical assistance providers and other stakeholders. The contractor shall additionally contact appropriate sources to confirm factual information contained in proposed EPA documents and fact sheets, such as descriptions of state programs and best practices, for example. The contractor shall continue development of an Operator Certification Program Review Protocol as specified through written technical direction.

Subtask 1.2: Preparation of documents – The contractor shall support EPA’s development of documents, fact sheets and other informational materials related to the implementation of the Capacity Development and Operator Certification programs. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance. Upon written technical direction, the contractor shall format the MOS crosswalk for final publication.

Subtask 1.3: Support for meetings – The contractor shall provide logistical, technical and facilitation support for the Operator Certification Re-Energizing Workgroup (planned to be on a monthly basis from September –December 2015) through webinar logistical support, note-taking and other activities as specified through written technical direction.

Subtask 1.4: Support for National Workshop – The contractor shall participate in monthly workshop planning committee conference calls (not to exceed 2 hours each month) and serve as note-taker. The contractor shall design and prepare the draft program materials that shall be provided to workshop attendees. This shall include on-site support such as assisting with meeting registration and attendance lists, taking and compiling meeting notes, and compiling a summary of meeting evaluations. The contractor shall assist with formatting documents necessary for the meeting, such as meeting agendas or outreach documents.

In addition, the contractor shall provide a senior-level (P4) professional with expertise in the Operator Certification and Capacity Development programs to assist in facilitating and moderating breakout or other sessions, as well as to assist in taking notes for key sessions and developing after-workshop documents summarizing the discussions, outcomes and next steps. The contractor shall provide other planning support for the National Workshop as specified through written technical direction by the WACOR.

EPA has determined that the total cost (Contract support and Government expenditures) of “conference-related activities” will exceed the agency threshold of \$20,000 for such activities. The contractor shall track and report these costs in accordance with EPA’s Conference and Spending Guide.

Task 2 -- Capacity Development Program Tracking Tool (CD Tracker) Support

The contractor shall provide technical support for the usage of the CD Tracker database tool, including any “bug fixes” or enhancements required to address unforeseen deficiencies in the tool. The contractor shall process the data provided by the EPA Regional Capacity Development Coordinators and coordinate with them to address any deficiencies or errors in the submitted data, such as deleted fields, information entered in the wrong fields, missing data and other issues.

Task 3 - Supporting Tribes and water systems in implementing the Revised Total Coliform Rule

The contractor shall support the continued updating, refinement and completion of materials for the Revised Total Coliform Rule as the rule applies to implementation for EPA Regions and tribal water systems.

Implementation materials shall include but may not be limited to:

Three (3) short documents for tribal systems targeted audience including the following three topic areas:

- Criteria for Level 2 Assessors
- Site Sampling Plans
- Seasonal Start-Up Procedures

The contractor shall assist EPA to develop/finalize four (4) short documents as identified by the EPA WACOR. Drafts of these documents will be provided by the EPA. The contractor shall refine and finalize these documents that will all have a consistent look and feel within four weeks

following technical direction. The EPA WACOR will review the documents and provide comments via written technical direction. The contractor shall edit the documents based upon the WACOR's comments and provide the final documents within two weeks of the WACOR's written technical direction.

Documents shall be developed in plain English at a reading level appropriate to the audience. These documents shall be accurate and should be formatted to guide the reader's eye through the material. Most of these documents shall be developed in Microsoft Word and Adobe PDF format. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverables: Criteria for Level 2 Assessors, Site Sampling Plans, and Seasonal Start-Up Procedures

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan Submission	
	Work Plan, Budget and QA supplemental	Per contract requirements
	Monthly Progress and Financial reports	Monthly
1.0	Implementation Support for the Capacity Development & Operator Certification Programs	
	Preparation of meeting notes in support of the Operator Certification Program Re-Energizing Workgroup and other initiatives (as specified through technical direction)	Per written technical direction by WA COR
	Preparation of notes and narrative regarding research topics and issues requested for program support	Per written technical direction by WA COR
	Final formatting of documents (including compliance with Section 508 requirements (See: http://www.section508.gov/))	Per written technical direction by WA COR
	Participation in Workshop planning committee	Per written technical direction by WA COR

	<p>Draft meeting notes</p> <p>Final meeting notes</p> <p>Draft of compiled evaluations</p> <p>Final compiled evaluations</p> <p>Formatted agenda draft</p> <p>Final formatted agenda</p> <p>Outreach materials draft</p> <p>Final outreach materials</p>	<p>2 weeks after the conclusion of the meeting</p> <p>Per written technical direction by WA COR</p> <p>2 weeks after the conclusion of the meeting</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>
2.0	<p>Capacity Development Program Tracking Tool (CD Tracker)</p> <p>Making “de-bugging” corrections or enhancements to the CD Tracker database tool</p> <p>Processing and correcting data submitted by Regional coordinators for entry into CD Tracker database tool</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>
3.0	<p>SUPPORTING TRIBES AND WATER SYSTEMS IN IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS</p> <p>Criteria for Level 2 Assessors</p> <p>Site Sampling Plans</p> <p>Seasonal Start-Up Procedures</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>

		Per written technical direction by WA COR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

VI. TRAVEL

The contractor shall provide a note-taker and senior-level expert to provide on-site support at the National Capacity Development Workshop in Dallas, Texas (Task 1). The contractor shall plan on a 4-day travel.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
<u>Programmatic Requirement:</u> The contractor shall develop products that are based on best available information and resources.	<u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
<u>Cost Control Requirement</u> The contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified.	The EPA Project Officer will routinely discuss the work progress and contract level and work assignment expenditures with the Project Manager. The WAM will maintain regular contact with the contractor's designated work assignment /project manager to discuss work assignment progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.
<u>Schedule Requirement</u> The contractor shall provide services and submit deliverables in accordance with approved work assignment milestone and deliverable schedules.	<u>Schedule Standard:</u> Services and deliverables shall be in accordance with schedules stated in each work assignment. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in the work assignment.

<p><u>Document Development Requirement:</u></p> <p>The contractor shall provide documents that are technically and factually accurate, and suited to the intended audience.</p>	<p><u>Document Development Standard:</u></p> <p>Information to be disseminated by EPA will meet the requirements of OMB’s “Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity for Information Disseminated by Federal Agencies (67 FR 8451)</p>	<p>The WAM will review drafts to assess technical accuracy and editorial quality. The WAM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents</p>
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Work Assignment Form, (WebForms v1.0)

Quality Assurance Surveillance Plan
EP-C-15-022 WA 0-48

<u>Performance Requirement</u>	<u>Measureable Performance Standards</u>	<u>Surveillance Methods</u>	<u>Incentives/Disincentives</u>
<u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).	<p>Two or more work assignments per contract period where the contractor does not meet the measureable performance standard will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p> <p>Fewer than two work assignments per contract period where the contractor does not meet the measureable performance standard will be considered satisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>
<u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The risk Management Strategy	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding ceiling for any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.	The EPA CL COR will routinely discuss the work progress and contract level and individual task order expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated task order manager/project manager to discuss task order progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.	<p>If the contractor does not meet the measurable performance standards per contract period it will be assigned a rating of Unsatisfactory in CPARS under the category of Cost Control.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work" attachment to the RFP.</p>

Quality Assurance Surveillance Plan
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shall consider process, schedule, prioritization, and cost benefit analysis.			
<p><u>Schedule Standard:</u> Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.</p>	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.	<p>If the contractor does not meet the measurable performance standards per WA it will be assigned a rating of Unsatisfactory in CPARS under the category of Schedule.</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Schedule if the contractor meets the measureable performance standards.</p>
<p><u>Document Development:</u> Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.</p>	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents	<p>If the contractor does not meet the measurable performance standards per work assignment it will be assigned a rating of Unsatisfactory in CPARS under the category of Technical (Quality of Product).</p> <p>A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Technical (Quality of Product) if the contractor meets the measureable performance standards.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2022 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Sustainable Systems				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW 3.0					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 09/01/2015 To 06/30/2016				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 0-48 is to add two tasks 4-5 to support tribal system sustainability and water reuse systems' capacity development.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2022										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Adrienne Harris <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-250-8793 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Courtney Stallworth <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2002 FAX Number:			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 0-48

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development.

B. Work Assignment COR (WACOR): Alternate WACOR:

Adrienne Harris
US EPA
OGWDW (4606M)
1200 Pennsylvania Avenue NW
Washington, DC 20460
(202) 250-8793
E-mail: harris.adrienne@epa.gov

John Irizarry
USEPA
OGWDW (4606M)
1200 Pennsylvania Avenue NW
Washington, DC 20460
(202) 564-2520
E-mail: irizarry.john@epa.gov

C. Quality Assurance:

Task 5 in this work assignment require the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task 5 of this work assignment. Work on this/these task(s) cannot proceed until the contractor receives notification of the SQAPP approval from the PO via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0.

D. Background:

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Increasing numbers of recently-promulgated EPA regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved State operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA Operator certification program requirement only applied

to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy “Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership”. The goal stated, “By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator”. As a result the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further training and certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

II. OBJECTIVE:

This work assignment amendment will add additional tasks for the contractor to support tribal system sustainability and water reuse systems’ capacity development.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of secondary data used to complete these tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The National Workshop described in Subtask 1.4 has been approved by EPA in accordance with EPA Order 1900.3.

Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs

No changes.

Task 2 -- Capacity Development Program Tracking Tool (CD Tracker)

No changes.

Task 3 - Supporting Tribes and water systems in implementing the Revised Total Coliform Rule

No changes.

Task 4 – National Tribal Operator Certification Program Support

The contractor shall support the certifying of drinking water personnel in Indian Country as a Very Small Water System Operator, Class I-IV Water Treatment Operator and/or a Class I-IV Water Distribution Operator provided certain education, experience and examination requirements are met and exams are passed.

Subtask 4.1: Conducting Examinations

The contractor shall prepare exams, using questions from the an existing question bank, that demonstrate that the operator has the necessary knowledge, skills, ability, and judgment as appropriate for their treatment system or distribution system classification level (See Operator Certification Program Final Guidelines at <http://www.epa.gov/safewater/tribal.html>). The contractor shall provide a process for administering computer-based certification examinations by which operators can take the certification exams and receive their score. The contractor shall provide trained, experienced staff to administer all examinations.

Examinations shall be administered in each region from which qualified applicants apply. Exams must be taken in order sequentially (i.e., class I must be taken before class II) and scored according to the cut score set by the EPA. The contractor shall utilize existing testing site locations that are accessible to tribal operators in each participating EPA regions and shall also provide test site locations on tribal lands by utilizing mobile testing units in order to accommodate tribal operators with limited ability to travel. Test site locations shall be selected in order to accommodate the greatest number of operators per exam as identified in Subtask 4.3.

The contractor shall provide the EPA HQ and EPA Regional offices with general usernames and passwords to access a secure website containing exam dates, fixed test site locations and participant information (name and class exam level) for operators scheduled to sit for each examination. The contractor shall provide a list of each exam participant's score and quarterly diagnostic exam reports by Region. EPA will design, issue, print and mail certificates to tribal operators who pass the certification exam.

Deliverables:

- Computerized exam and testing in each region from which qualified applicants apply
- Provide access to a secure website containing list of exam dates, sites and participants
- Exam participant's score (within 30 days after each exam)
- Quarterly Diagnostic Reports

Subtask 4.2: Electronic Tracking System Hosting and Maintenance

The contractor shall develop and maintain an electronic reporting system in Excel format to track, at a minimum: operators' applications for certification (PWSID#, name of PWS, tribe, and name of operator); eligibility determination; exam administration date, location and score; and operator certification level and status in each EPA region. Data in the reporting system shall be retrieved by a unique randomly generated operator identification number. The contractor shall provide monthly updates of information contained in the tracking system via its server. The contractor shall be responsible for hosting and maintaining this electronic tracking system and providing access to authorized EPA contacts.

Deliverables: Monthly information updates and Tracking System Hosting and Maintenance

Subtask 4.3: Certification Application Processing

The contractor will receive and process all applications from operators seeking certification and recertification under the EPA Tribal Drinking Water Operator Certification Program. The contractor will use previously developed eligibility criteria consistent with the Operator Certification Program Final Guidelines (<http://www.epa.gov/safewater/tribal.html>) to review applications and supporting materials to determine their completeness. Applications must contain information on the operators' education, training history, experience, and other qualifications as directed by EPA to be sufficient for EPA to make a determination of examination eligibility for each individual. Operators seeking re-certification will submit the initial certification application along with the required materials and information. EPA will make the final determination of certification eligibility.

The contractor shall provide to each EPA Region through the electronic tracking sheet hosted by the contractor under Subtask 4.2 a compiled list of:

- operators' education, training history,
- experience, and other qualifications,
- testing location preferences,
- EPA region where tribe is located, and
- shall provide a recommendation of certification eligibility for each applicant.

EPA will make the final determination and provide the final list of eligible operators to the contractor within 14 days of receipt. The contractor shall not retain the applications and supporting documents, but shall forward all applications received to EPA for file

maintenance and storage.

The contractor shall set a tentative examination schedule, which will maximize the number of operators attending each examination event.

As the certification authority, EPA will make and therefore will assume all liability for (1) standard setting decisions and (2) certification program decisions related to the granting and denial of certification, including but not limited to matters relating to re-licensure, disciplinary actions, and appeals. EPA shall hold itself out as the certification authority on any-and-all printed and electronic materials relating to the program. The following language shall appear on any certificates issued by EPA: “EPA has the exclusive authority to offer, grant, deny and/or revoke certification and/or renewals of certification.”

Deliverables:

- Application Processing
- Tentative Exam Schedule (as necessary)

Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.

Subtask 5.1: EPA Recommendations for Review of Direct Potable Water Reuse

The contractor shall develop a document, entitled “EPA Recommendations for Review of Direct Potable Water Reuse.” This document shall be approximately between 25 to 60 pages in length and discuss current practices and strategies states are using to review direct potable water reuse facilities. The EPA COR will provide the contractor an outline for the document. The contractor shall research 3-5 state and other national association websites (as identified by the EPA COR) as well as conduct phone interviews with said states or national associations, as necessary, to identify the different SPEC review plans for water reuse treatment facilities practices nationwide. The contractor shall use currently published information and research to identify concerns with regulated and unregulated contaminants, as well as evaluations of treatment processes.

Subtask 5.2: Potable Water Reuse Case Studies and Lessons Learned

The contractor shall develop a document, entitled “Potable Water Reuse Case Studies and Lessons Learned,” and it shall be no more than 5 pages in length. The case studies will highlight lessons learned from Cloudcroft, NM and Big Springs, TX water reuse facilities. This document, at a minimum, shall emphasize successful strategies and best management practices that will promote capacity development for potable water reuse facilities. The report shall also identify strategies, outreach efforts and other techniques used to maintain technical, managerial and financial capacity. The EPA COR will provide the contractor an outline for the document.

The draft and final versions of this document shall be submitted in both MS Word and Adobe Acrobat formats. EPA anticipates a minimum of three draft versions prior to

producing the final version of this document.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan Submission Work Plan, Budget and QA supplemental Monthly Progress and Financial reports	 Per contract requirements Monthly
1.0	Implementation Support for the Capacity Development & Operator Certification Programs Preparation of meeting notes in support of the Operator Certification Program Re-Energizing Workgroup and other initiatives (as specified through technical direction) Preparation of notes and narrative regarding research topics and issues requested for program support Final formatting of documents (including compliance with Section 508 requirements (See: http://www.section508.gov/) Participation in Workshop planning committee	 Per written technical direction by WA COR Per written technical direction by WA COR Per written technical direction by WA COR Per written technical direction by WA COR

	<p>Draft meeting notes</p> <p>Final meeting notes</p> <p>Draft of compiled evaluations</p> <p>Final compiled evaluations</p> <p>Formatted agenda draft</p> <p>Final formatted agenda</p> <p>Outreach materials draft</p> <p>Final outreach materials</p>	<p>2 weeks after the conclusion of the meeting</p> <p>Per written technical direction by WA COR</p> <p>2 weeks after the conclusion of the meeting</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>
2.0	<p>Capacity Development Program Tracking Tool (CD Tracker)</p> <p>Making “de-bugging” corrections or enhancements to the CD Tracker database tool</p> <p>Processing and correcting data submitted by Regional coordinators for entry into CD Tracker database tool</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>
3.0	<p>SUPPORTING TRIBES AND WATER SYSTEMS IN IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS</p> <p>Criteria for Level 2 Assessors</p> <p>Site Sampling Plans</p> <p>Seasonal Start-Up Procedures</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>

		Per written technical direction by WA COR

V. MISCELLANEOUS

Software Application Files and Accessibility

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VI. TRAVEL

The contractor shall provide a note-taker and senior-level expert to provide on-site support at the National Capacity Development Workshop in Dallas, Texas (Task 1). The contractor shall plan on a 4-day travel.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Quality Assurance Surveillance Plan

See Attached.

Work Assignment Form. (WebForms v1.0)

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 0-48
Amendment 3

I. ADMINISTRATIVE:

A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development.

B. Work Assignment COR (WACOR): Alternate WACOR:

Adrienne Harris
US EPA
OGWDW (4606M)
1200 Pennsylvania Avenue NW
Washington, DC 20460
(202) 250-8793
E-mail: harris.adrienne@epa.gov

John Irizarry
US EPA
OGWDW (4606M)
1200 Pennsylvania Avenue NW
Washington, DC 20460
(202) 564-2520
E-mail: irizarry.john@epa.gov

C. Quality Assurance:

Task 6 in this work assignment amendment requires the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task 6 of this work assignment. Work on this/these task(s) cannot proceed until the contractor receives notification of the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) approval from the Contract Level Contracting Officer Representative (CL-COR) via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0.

D. Background:

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Increasing numbers of recently-promulgated EPA regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with the Safe Drinking Water Act (SDWA) regulations than their non-tribal

counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

Supporting the building of managerial capacity to small systems EPA released the Check Up Program for Small Systems (CUPSS), in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 SDWA Amendments. Section 1419 of the SDWA requires approved State operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy "Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership". The goal stated, "By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator". As a result the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further training and certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

II. OBJECTIVE:

This work assignment amendment will add two additional tasks for the contractor to support tribal system sustainability and technical support for the Check Up Program for Small Systems.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of secondary data used to complete these tasks. The work

plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05. The National Workshop described in Subtask 1.4 has been approved by EPA in accordance with EPA Order 1900.3.

Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs

No changes.

Task 2 – Capacity Development Program Tracking Tool (CD Tracker)

No changes.

Task 3 - Supporting Tribes and water systems in implementing the Revised Total Coliform Rule

No changes.

Task 4 – National Tribal Operator Certification Program Support

No changes.

Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.

No changes.

Task 6 – Sustainable Systems Tribal Case Studies

The purpose of this task is to document best practices associated with the operation and maintenance (O&M) of tribally owned and operated drinking water and wastewater systems. The contractor will prepare nine 508 compliant case studies that outline best practices of sustainably managed tribally owned and operated systems with a focus on technical, managerial and financial capacities, management and operations practices and costs. The case studies will share best practices for sustainable operations of water & wastewater systems with other tribal utilities, and provide basic information on the costs for implementing such practices, along with benchmark data for comparing such costs (e.g. size of flow, percent of infrastructure costs, or per capita).

Subtask 6.1: Exemplary Practices Case Studies Preparation

The WACOR will provide the contractor with a list of nine utilities and practices that will be the subject of individual case studies. With the nine utilities established, the contractor shall effectively demonstrate and communicate the utility's best practices and costs for implementing such practices. The contractor shall develop an approach to benchmark the costs for comparison purposes. Each case study document will be up to ten pages in length with a one or two page summary. Consideration must be made to existing data sources that can lessen the burden on the selected utilities. Data will likely be derived from a variety of sources including, but not limited to: interviews, existing sanitary surveys, inspection reports, inventories from the 2011 Drinking Water Infrastructure Needs Survey, previous infrastructure funding applications and other available asset inventory data. The contractor shall conduct any interviews remotely; travel is not authorized. The drafted case studies are subject to review and acceptance by the WACOR.

Task 7 – CUPSS Technical Support

The contractor shall provide a CUPSS expert to provide additional question and answer support on technical questions pertaining to CUPSS software during the period of performance. This shall be both email and phone-based technical support to toll users on an as-needed basis as identified by the EPA WACOR. The contractor shall plan on approximately 15 questions per month with the potential for multiple back and forth telephone and/or email communication for a single initial question. The contractor shall contact the CUPSS user no later than 48 hours after receiving technical direction.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
0	Work Plan Submission Work Plan, Budget and QA supplemental Monthly Progress and Financial reports Deliver Supplemental Project Specific Quality Assurance Project Plan (SQAPP)	 Per contract requirements Monthly Per written technical direction by WACOR
1.0	Implementation Support for the Capacity Development & Operator Certification Programs No changes	
2.0	Capacity Development Program Tracking Tool (CD Tracker)	

	No changes	
3.0	Supporting Tribes and water systems in implementing the Revised Total Coliform Rule No changes	
4.0	National Tribal Operator Certification Program Support No changes	
5.0	Develop documents to assist in the Capacity Development of Water Reuse Facilities No Changes	
6.0	Best Practices Case Studies Preparation Collect all necessary data to effectively demonstrate and communicate the nine utilities' best practices, and the costs of those practices along with a benchmark basis for comparison. Conduct remote interviews as needed. First draft of case studies. Finalize case studies	Per written technical direction by WACOR
7.0	CUPSS Technical Support	Per written technical direction by WACOR

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